

Consular Report of Birth Abroad (CRBA)

Checklist American Citizen Services – U.S. Embassy Yerevan

This checklist lists all the documents required to apply for a CRBA (and a U.S. passport for the child, if applicable). **Presence of both parents and child at the Consular Section is mandatory.**

In order to establish the child's citizenship under the appropriate provision of U.S. law, the following documents must be submitted.

NOTE: Any supporting documents not in English must be submitted with a certified English translation.

For a Consular Report of Birth Abroad

- ☐ Completed application for a Consular Report of Birth Abroad (DS-2029). **Do not sign it!**
 - ❖ If the child was born out-of-wedlock to a U.S. Citizen father, the father must complete section 28 of the DS-2029 or the DS-5507 in front of a consular official or a U.S. notary.
 - ❖ Sections 24 and 25 of the DS-2029 must be completed in full before we can process the form.
 - ❖ Complete the section requesting your dates of physical presence in the United States **before** the birth of your child with exact dates and as much detail as possible.
 - ❖ **Do not write "to present" in the last date** – you are recording your physical presence in the United States, but you are applying in Armenia. "To present" is wrong/impossible.
- ☐ Child's original Birth Certificate with certified English translation
- ☐ Evidence of the U.S. citizenship of the parent(s), such as an original birth certificate (or certified true copy), current U.S. passport or original certificate of naturalization and one photocopy
- ☐ Parents Marriage certificate (if applicable) with certified translation
- ☐ Passport/Identification for non-U.S. citizen parent and one photocopy
- ☐ Divorce or Annulment Decree/Death Certificate, if applicable. You must submit the original(s) plus a certified English translation.
- ☐ Evidence of [physical presence](#) in the United States. Provide documentary proof to help establish the case of the U.S. citizen parent's assertion that he/she has five years of physical presence in the United States before the child's birth, two of which must have come after the age of fourteen. Acceptable documentary proof that can provide potential proof of physical presence includes, but is not limited to: academic records, official school transcripts, tax records, Social Security statements, rental agreements, cancelled personal

checks for rent/utilities, old passports with entry/exit stamps, medical records, and/or any other documents demonstrating your physical presence in the United States. Important Note: Many of the aforementioned documents DO NOT independently prove someone was physically present in the United States for a period. For example, a tax return demonstrates you were potentially* in the United States for a specific year, but 25 pay stubs from that year help to prove your actual presence (*all U.S. citizens are required to pay taxes annually, even citizens resident overseas). You may request your social security records online at www.ssa.gov

- ☐ Service fee of USD 100 in cash dollars or the equivalent in Armenian dram in case you failed to pay online.

It is the burden of the applicant(s) to demonstrate through, potentially, many individual documents and record that they were physically present in the United States over the course of five years.

- ☐ If the child is born prior to June 12, 2017 to a single mother, proof that the American citizen single mother has at least 1 year of continuous physical presence in the U.S.

For first time Passport if the CRBA is approved

- ☐ Application for a [U.S. Passport \(DS-11\)](#). **Do not sign it!**
- ☐ Photos of applicant. Submit 2 passport [photos](#) (5cm x 5cm) taken within the last six months. The photo must show full ears and have a white background.
- ☐ Child's Birth Certificate with certified English translation
- ☐ Statement of consent for non-present parent. Children under 16 require both parents/legal guardians AND the child to come in person to the U.S. Embassy. If one parent/guardian cannot visit the embassy, he/she must submit a signed and notarized original Statement of Consent (DS-3053). **This document is only valid for 90 days after the date of signature.**
- ☐ USD 135 or the equivalent in Armenian dram for children under 16 years of age.

REMINDER: The biggest obstacle to a quick completion of the CRBA application process is the submission of necessary documents. If you do not bring the same applicable documentation you uploaded in eCRBA included in this checklist you have to resubmit your documentation and return to the Embassy another day.

The above checklist is a general guideline; depending on the circumstances of your case, you may be asked to provide additional types of documentation. By U.S. regulation, the U.S. Embassy will give you 90 days to submit any additional documentation, or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant.

During this period, the U.S. Embassy or Consulate will respond to inquiries and direct you to applicable guidance if not already on our website. **All fees are non-refundable.**

Social Security Number information

- ☐ U.S. residents returning to the United States should apply for a Social Security Number in the United States.
- ☐ Families resident in Armenia should submit Social Security Number applications directly to the [Federal Benefits Unit \(FBU\) in Athens](#) after receiving the original CRBA certificate and passport.

If you have questions, our website, <https://am.usembassy.gov/> has additional details and instructions regarding application processes for CRBAs, passports, and other services.

Thank you and we look forward to seeing you.